



EQUIPMENT MAINTENANCE SUPERVISOR,
CORRECTIONAL FACILITY
Final Filing Date: February 6, 2016

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
EXAMINATION BASE	CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) SPOT EXAMINATION FOR: CALIFORNIA INSTITUTION FOR WOMEN CALIFORNIA REHABILITATION CENTER, NORCO CALIFORNIA INSTITUTION FOR MEN
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.
HOW TO APPLY	Submit Examination Application (Std. Form 678) By mail to: or In person at: California Institution For Women California Institution For Women Delegated Testing Office Delegated Testing Office P. O. Box 1700 16756 Chino-Corona Road Corona, CA 92878-1700 Corona, CA 92880 If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 4:00 p.m. , Monday through Friday, on or before the final filing date to the street address listed above. NOTE: The wearing of denim or gray sweats on institution grounds is prohibited. NOTE: Only applications with an original signature will be accepted.
APPLICATION DEADLINE/ REQUIREMENTS	February 6, 2016 , is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.
TEST DATE	It is anticipated that Qualifications Appraisal Interviews will be held during March/April 2016 .
SALARY RANGE(S)	As of: December 17, 2015 \$5,122 - \$5,910
MINIMUM QUALIFICATIONS	Either I Two years of experience in California state service performing the duties of a Heavy Equipment Mechanic. Or II Experience: Two years of experience within the last five years as a journeyperson Heavy Equipment Mechanic. and Completion of a recognized apprenticeship as an Automobile or Heavy Equipment Mechanic. Or III Experience: Five years of experience within the last ten years as a journeyperson Automobile or Heavy Equipment Mechanic, two years of which must have been as a Heavy Equipment Mechanic. and Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Special Physical Characteristics: Persons appointed in this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property. Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her

MINIMUM QUALIFICATIONS (CONTINUED)

Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

- Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:

1. Methods, tools, materials, and equipment used in the maintenance and repair of equipment, both gasoline and diesel, including passenger cars, light and heavy trucks, tracklaying tractors, and construction equipment.

2. Principles and methods of preventive maintenance.

3. Principles of effective supervision and planning and directing the work of a crew of mechanics and helpers.
- B. Skill in:

1. Use of necessary tools and the adjustment and repair of automotive and heavy equipment.
- C. Ability to:

1. Inspect equipment, locate defects, and estimate the cost of repairs.

2. Read, interpret, and work from plans, drawings, and specifications.

3. Plan and direct the work of a crew of mechanics and helpers.

4. Train personnel in the proper operation and maintenance of equipment.

5. Analyze situations and act effectively.

6. Keep necessary records and make reports.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list will be abolished **24** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

An **Equipment Maintenance Supervisor, CF** under general direction in a State correctional facility in CDCR, has charge of repair and maintenance of automotive and other mechanical equipment in a repair shop; supervises and works with journey person mechanics and helpers; maintains order and supervises the conduct of inmates/youthful offenders; protects and maintains the safety of persons and property; may instruct, lead or supervise inmates, youthful offenders, or resident workers; and do other related work.

Position(s) exist within the institution(s) listed above with CDCR.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS PREFERENCE/ CAREER CREDITS

Veterans' Preference will be granted in this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact California Institution for Women, Delegated Testing Office at (909) 597-1771, Ext. 5530 three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any Open examination. In accordance with Government Code sections 18973.1 and 18973.5, Veterans Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: www.jobs.ca.gov/job/VeteransInformation. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

GENERAL INFORMATION

(CONTINUED)

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS